



**FY 2016 Community Infrastructure and Economic Development Activities  
REPORTING ON JOB CREATION AND RETENTION ACTIVITIES**

Grantee Name:	Department of Economic		Project Title	Community Infrastructure and Economic Development	
Total No. of Jobs Created:	0	Total No. of Jobs w/ Employer Sponsored Health Care Benefits:	0	Total No. of Persons who were un-employed prior to taking jobs from Economic Development	0

INSTRUCTIONS: Your timely, clear and complete submission of this Employment Data form is being requested by the Department of Neighborhood Development for its CDBG program. This form will help the City have a better understanding of the types of jobs clients are receiving through the Department of Economic Development ' \_\_\_\_\_ Program. The Labor Category Definitions are located on a separate worksheet.

JOB CLASSIFICATIONS:		(1) Officials and Managers	(2) Professional	(3) Technicians	(4) Sales	(5) Office & Clerical	(6) Craft Workers (Skilled)	(7) Operatives (semi-skilled)	(8) Laborers (un-skilled)	(9) Service Workers
No.	Name of Client		(\)	Program Entry Date	Date of Employment	Employer Name	** Use Drop-Down Menu	Hourly Wage	Notes	
1	Joe	Atkins	√	11/16/15	1/15/16	Joe Assoc.	Laborers	\$ 10.00		
2	Nancy	Smith	N/A	10/31/15	2/26/16	Eastern Cont.	Professional	\$ 22.00		
3								\$ -		
4								\$ -		
5								\$ -		
6								\$ -		
7								\$ -		
8								\$ -		
9								\$ -		
10								\$ -		
11								\$ -		

EXISTING JOB POSITIONS	
Total Full-Time	1
Total Part-Time	0
Grand Total Full-Time	1

ACTUAL NEW HIRE OR RETAINED JOB POSITIONS		LMJ
Total Full-Time	1	2
Total Part-time	0	0
Grant Total Full-Time	1	2

I hereby certify under the penalty of perjury that all the information contained in this form (including all supportive documentation) is true and correct. I understand and acknowledge that making false statement on this certification, including any documents submitted in support of it, may result in repayment of grant funds.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date



## COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

### EMPLOYMENT DATA FORM - FISCAL YEAR 2016

#### **INSTRUCTIONS**

Your timely, clear and complete submission of this Employment Data form is being requested by the Department of Neighborhood Development. This form will help the City have a better understanding of the types of jobs clients are receiving through the Department of Economic Development\_Community Development and Economic Development Program.

#### **1. Name of Client:**

Please list the name of all of the clients who obtained employment through the Community Development and Economic Development Program during the 2016 fiscal year.

#### **2. Program Entry Date:**

Please provide when the client entered into the Community Development and Economic Development Program

#### **3. Date of Employment:**

Please provide when the client obtained employment.

#### **4. Employment in or outside of Norfolk:**

Please use the check boxes provided to identify if the client obtained employment in Norfolk or outside of the Norfolk area.

#### **5.Name of the Employer:**

Please list the name of the Employer (Ex., TJ Maxx, Norfolk Naval Shipyard)

#### **6.Job Category:**

Please use the drop down list to pick the job category. First click on the cell. A drop down arrow will appear. Then click on the drop down arrow and choose from the list.

#### **7.Hourly Wage:**

Please provide the hourly wage information.

#### **8.Notes:**

Please include any additional information as needed in the notes section of the spread sheet.

## COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

### JOB CATEGORY DEFINITIONS (9)

#### 1. OFFICIALS AND MANAGERS

Occupants requiring administrative personnel who set broad policies, exercise overall responsibility of execution of these policies, and individual departments or special phases of a firm's operations. This includes: Officials, Executives, middle management, plant managers, and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, and kindred workers.

#### 2. PROFESSIONAL

Occupants requiring either college graduation or experience of such kind and amount as to provide a comparable background includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, professional and labor relations workers, physical scientists, physicians, social scientists, teachers, and kindred workers.

#### 3. TECHNICIANS

Occupants requiring a combination of basic scientific knowledge and manual skill which can be obtained through about 2 years of post-high school education such as is offered in many technical institutions and junior colleges, or through equivalent on the job training. This includes: computer programmers and operators, drafters, engineering aides, junior engineers; mathematic aides, licensed practical or vocational nurses, photographers, radio operators, scientific assistants, surveyors, technical illustrators, technicians (medical, dental, electronic, physical science) and kindred workers.

#### 4. SALES

Occupants engaging wholly or primarily direct selling. This includes: advertising agency and sales workers; insurance agents and brokers; real estate agents and brokers; sales workers; demonstrators and retail sales workers; and sales clerks, grocery clerks, and cashiers; and kindred workers.

#### 5. OFFICE AND CLERICAL

Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non-manual though some manual work not directly involved with altering or transporting the products is included. This includes: bookkeepers, cashiers, collectors (bills and accounts), messengers and office helpers, office machine operators, shipping and receiving clerks, stenographers, typists, and secretaries, telegraph and telephone operators, and kindred workers.

#### 6. CRAFT WORKER (skilled)

Manual workers of relatively high level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. This includes: the building trades, hourly paid supervisors and lead operators (who are not members of management), mechanic and repairers, skilled machining occupations, compositors and typesetters, electricians, engravers, job setters (metal), motion picture projectionists, pattern and model makers, stationary engineers, tailors, and kindred workers.

#### 7. OPERATIVES (semi-skilled)

Workers who operate machines or other equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. This includes: apprentices (auto mechanics, plumbers, electricians, machinists, mechanics, building trades, metal working trades, printing trades, etc.), operatives, attendants (auto service and parking), blasters, chauffeurs, delivery workers, dress makers and sewers (except factory), dryer's furnaces workers, heaters (metal), laundry and dry cleaning, operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (except construction and maintenance), photographic process workers, boiler tenders, truck and tractor drivers, weavers (textile), welders and flame metals workers, and kindred workers.

#### 8. LABORERS (un-skilled)

Workers in manual occupations which generally require no special training perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. This includes: garage laborers; car washers and greasers; gardeners (except farm) and ground keepers; stevedores; wood choppers; laborers performing lifting; digging, mixing and loading, and pulling operations; and kindred workers.

#### 10. SERVICE WORKERS

Workers in both protective and non-protective service occupations. This includes attendants (hospital and other institutions, professional and personal service, including nurses aids and orderlies), barbers, chairworkers and cleaners, cooks (except household), counter and fountain workers, elevator operators, firefighters and fire protection guards, door keepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, and kindred workers.